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State Of Indiana Internship Opportunities Program 2025 Apply Here

Description

The State of Indiana Internship Opportunities Program offers students an exciting chance to gain hands-on experience working within various state government departments. Interns will have the opportunity to work on impactful projects, develop professional skills, and contribute to the delivery of services that benefit the state's communities. This program serves as an excellent platform for students to enhance their resumes and prepare for a future career in public service.

Responsibilities

- Assist in the development and implementation of departmental projects and initiatives.
- Conduct research and compile data for reports and presentations.
- Provide administrative support to department staff, including filing, organizing, and data entry.
- Participate in meetings and collaborate with team members to achieve departmental goals.
- Handle customer inquiries, manage communications, and help resolve issues.
- Attend and contribute to professional development workshops and networking events.
- Perform other related duties as assigned.

Qualifications

- Current enrollment in a college or university program, preferably in Public Administration, Political Science, Business, or related fields.
- Strong academic performance and a desire to learn about state government operations.
- Ability to work effectively in both team settings and independently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

Experience

- No prior experience required, though any previous internships or volunteer work is a plus.
- Experience in research, office management, or customer service is beneficial.

Skills

- Strong communication skills, both written and verbal.
- Good problem-solving abilities and attention to detail.
- Time management skills with the ability to handle multiple tasks.
- Ability to work under pressure and meet deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work effectively in a professional environment.

Hiring organization

State Of Indiana Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Indianapolis, Indiana, United States,
46201,, Indianapolis,, Indiana,,
United States,

Working Hours

8

Base Salary

10

Date posted

March 19, 2026

Valid through

28.02.2026

Job Benefits

- Hands-on experience in government operations.
- Networking opportunities with professionals in the field.
- Mentorship and career development guidance.
- Exposure to various departments and sectors within the State of Indiana.
- Flexible work hours to accommodate academic schedules.
- Potential for academic credit (depending on your institution's policies).
- A stipend or hourly wage, depending on the department.

How To Apply

- Visit the State of Indiana Careers Portal:
- Select the "Internship Opportunities" section and choose the position(s) that interest you.
- Complete the online application form and upload your resume and any supporting documents.
- Only selected candidates will be contacted for interviews.